



**Roxann D. Wedegartner**  
Mayor

**City of**  
**GREENFIELD, MASSACHUSETTS**  

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**Department of Inspections and Enforcement**

**Mark A. Snow**  
**Inspector of Buildings**

City Hall • 14 Court Square • Greenfield, MA 01301  
Phone: 413-772-1404 x 2105 • Mark.Snow@greenfield-ma.gov • www.greenfield-ma.gov

**Certificate of Occupancy 9<sup>th</sup> edition Phased Approval Requirements**

Phased Approval Document

1. Fire Protection:
  - Fire Suppression
  - Acceptance letter from Registered Engineer
  - Contractor's Material and Test Certificate for Aboveground Piping
  - Contractor's Material and Test Certificate for Underground Piping
2. Fire Alarm
  - Acceptance letter from Registered Engineer
  - Fire Alarm System Record of Completion
3. As-Built Plans
  - Confirmation from owner that he/she has received as built drawings
4. Mechanical / Energy
  - HVAC, Lighting, Electric power distribution
  - Energy Code close out documents
5. Letter of completion from Registered Professional
6. Performance acceptance test report from Registered Professional
  - Confirmation that Registered professional has reviewed drawings for reasonable accuracy
  - Confirmation that Registered professional has approved operations and maintenance manuals.
7. Letters of acceptance and substantial completion(where applicable):
  - Architectural
  - Electrical
  - Mechanical
  - Structural
  - Site Civil
  - Contractor
8. Final Sign-offs from Local Authorities
  - Department of Public Works
  - Department of Planning & Development
  - Plumbing
  - Wiring
  - Fire Prevention / Chief
  - Local Health Department
  - Building Official

Established 6/22/2020